



North Florida/South Georgia Veterans Health System
RESEARCH SERVICE
Without Compensation (WOC) Appointment
MANDATORY TRAINING INSTRUCTIONS

You are required to complete the following trainings: **YOU MUST COMPELTE ALL THE MANDAORTY TRIANINGS IF THEY ARE NEAR TO EXPIRE WITHIN 2-3 MONTHS OR HAVE EXPIRED.**

Training Instructions/Talent Management Systems (TMS):

- ☐ VA Privacy HIPPA FY 2014
- ☐ VA Privacy and Information Security Awareness and Rules of Behavior
- ☐ Ethics most Wanted

1. Access the Talent Management System (TMS)
<https://www.tms.va.gov/plateau/user/login.jsp>
2. Click on Create New User
3. Select Without Compensation (WOC)
4. Create your pass work, Security Question & answers. First, Last & Middle Initial, email address and phone number.
5. My job information section-City and State(**Gainesville, Florida**)
 - a. VA location code (**North-Florida/South Georgia Veterans health System**)(NFL)
 - b. VA point of Contact Frist name: **Wanda**
 - c. VA point of Contact Last name: **Thomas**
 - d. VA point of Contact email address: wanda.thomas@va.gov
 - e. VA point of Contact phone number: **(352)376-1611 ext. 4204**
 - f. HIPPA Training required **select box provided to insure you receive the correct training.**
 - g. Submit to begin completing you Mandatory Privacy Trainings.
 - h. You will now be prompted to begin your log in access.
6. Log in using your last name dot first name month of birth/date
7. Enter your password.
8. You should then be directed to your account to begin completing your Mandatory Trainings. Privacy HIPPA FY 2014, VA Privacy and Information Security Awareness and Rules of Behavior and Ethics Most Wanted
9. ***Print 2 copy of each of your Certificate of Completions Trainings**

One copy to be turned in to Wanda Thomas, one for your records



Training Instructions/Collaborative Institutional Training Initiative: (CITI)

If you have completed the Human Subjects Protection and Good Clinical Practices training and the year ends with a year prior to 2012 you are required to complete this course. TRAINING ONLY GOOD FOR 2-YRS.

- ☐ **VA Human Subjects Protection and Good Clinical Practices and VA ORD Biosecurity**
☐ **Working with ‘Lab Animal’ in Research Settings, Basic Course (as applicable)**

1. Access the [CITI \(Collaborative Institutional Training Initiative\) Home Page](http://www.citiprogram.org) (URL: <http://www.citiprogram.org>)
2. Login with your previously established Username and Password. (If you cannot remember your username and/or password, click the “Forgot login information?” link.)
3. Under **Status**, next to **My Courses**, click the “Enter” link...
4. **Complete the Overview of Good Clinical Practices & Biosecurity Training**
**Print two (2) copies of your Certificate of Completion. Keep one copy for your records and submit the second copy to the WOC Coordinator.*

IF WILL YOU BE WORKING WITH ANIMALS?

ALL ANIMAL STUDIES TRAINING ARE REQUIRED ANNUALLY. IF THEY ARE NEAR TO EXPIRE WITHIN 2-3 MONTHS OR HAVE EXPIRED PLEASE COMPLETE

5. **Complete the Working with the VA IACUC, Basic Course**
**Print two (2) copies of your Certificate of Completion. Keep one copy for your records and submit the second copy to the WOC Coordinator.*
6. **Complete the Working with ‘Lab Animal’ in Research Settings, Basic Course for each animal species you selected.**
**Print two (2) copies of your Certificate of Completion. Keep one copy for your records and submit the second copy to the WOC Coordinator.*

Please note that renewal WOC applicants must turn in all training Certificates of Completion listed above with their WOC renewal application.

Don’t forget to keep a copy of your Certificates of Completion for your records!